



DAMON RUNYON ELEMENTARY SCHOOL  
COORDINATOR PROCEDURES  
PTO MANAGER PROCEDURES

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### Using the Tarp For Events in the Gym:

The tarp should be used to cover the gym floor during any event where damage may occur, including any event where food will be served. Tarp instructions can be found in a binder in the copy room on the counter near the black PTO box. See storage location of tarp in "Closets" section below.

### Adding Agenda Items for the PTO meeting:

What types of items need to be brought to the exec board before discussion at the PTO? - New events or fundraiser suggestions, proposed changes in scheduled dates, funding requests not covered by the current budget, etc.

Ideally, the PTO president would be contacted prior to that month's exec board meeting (usually the last Friday of the month for the following month's PTO meeting) since that's where the meeting's agenda is set. If it is too late for that, the President can be contacted directly and the item can be discussed under "new business" at the end of the meeting. Most items can be covered by the appropriate board members' report at the membership meeting (i.e.—request for additional volunteers for an event through VIPs, need for additional support for a fundraiser through Ways & Means, etc.)

### Clean Up Expectations:

Make sure to sweep the floor, clean off the tables, etc. Generally leave the space as nice as you found it. If you are emptying coolers, do so outdoors to avoid overfilling the sink. Wipe them (and any remaining contents) off with a towel and prop them open to ensure proper circulation. See storage location of coolers & water jugs in "Closets" section below.

### Closets (location & content):

There are 2 closets that PTO uses for various events/programs:

The **Art Start/Spirit Item/Bingo Closet** is located between 4<sup>th</sup> and 5<sup>th</sup> grade classrooms. Please log out the key to the closet from the front office. This closet houses art supplies not for general use. It also houses napkins, plates, table cloths, for your use.

The **Outside Closet** is located on the outside wall of PACE and can be accessed from the front of the school outside of the main doors to your right. This closet is where you will find the coolers, water jugs, PTO event decorations, and specifically storage for Father/Daughter Dance, Holiday Shop, Back-to-School Fair, Used Book Fair, & Auction.

If there is something you need but can't find it in the closet, please call your Board liaison first. They may have the answer!!

## ***FINANCIAL AND BUDGET GUIDELINES***

Listed below are the budgets for the various activities. If it is a fundraising activity, this is your goal. If it is an expense, do not go over your budget without consulting the PTO Treasurer and Board. You will not be reimbursed if you go over your budget without approval.

<b>Income</b>		<b>Expense</b>	
Holiday Shop	\$2,500	Cultural Committee	\$5,000
Night's Out	\$3,000	Father / Daughter Dance	\$0
Used Book Sale	\$1,000	Fifth Grade Continuation	\$200
Boxtops	\$1,500	Hospitality	\$750
Concessions	\$150	I Can Read	\$100
Ecophones	\$50	Mother / Son Event	\$0
Friends of Runyon	\$7,000	Science Fair	\$200
Grocery Cards	\$7,000	Destination Imagination	\$200
School Pictures	\$400	Field Day	\$750
Spirit Items	\$150		
Student Directory Ads	\$600		
Spring Fundraiser	\$8,000		
Butter Braids	\$2,500		
Entertainment Books	\$5,000		
SCRIPS	\$1,000		
Catalog Sales	\$6,500		

### **Getting Reimbursed for Expenses:**

Turn your receipts in promptly to the treasurer attached to a check request. Make sure to indicate which budget item the money is to come out of. If you are not asking to have your expenses reimbursed, tell the treasurer the amount and budget item and they will put it down as a "family donation" so we can get a true cost accounting. Check Requests are available in the PTO black box in the office copy room and also available on the school website under PTO Information. Additionally, if you have a committee member requesting reimbursement, please have them turn their receipts with a completed check request to you. Please initial the request prior to submission to the treasurer so the treasurer knows it has been reviewed by the coordinator. This will help to ensure that programs/events run within budget.

### **Submitting a Check Request for Direct Payment to a Vendor:**

Contact the treasurer with a check request filled out with the vendor name and amount so a check can be written in advance.

## *COMMUNICATION GUIDELINES*

### Planning your Communication:

For each event, set a goal of communicating it at least three times -one month ahead, a week in advance and the week of the event. Try and get the message out in at least 3 different ways—consider the newsletter, posters, the school marquee, announcements over the PA system, a sign posted at the flagpole using the sandwich board (ask office) stickers in planners, have kids copy it into planners, whatever it takes to get the word out. Be creative!

### Putting an item in the PTO Newsletter:

Contact the Communications Team at [runyonpublicrelations@q.com](mailto:runyonpublicrelations@q.com) to have information put in the weekly newsletter. The deadline is 5 PM on the Wednesday prior to the Sunday newsletter. If you are submitting any graphics, they must be in JPEG form. If you are the chair of a committee that completed an event during the past month, please be as specific as possible when thanking everyone that helped. Naming names is important!

### Getting information to the Teachers:

All teachers have e-mail addresses that can be accessed through the website and/or PTO Manager. You can also put items in their mailboxes in the copier room. Please remember to copy the front office on all emails sent out to teachers and inform the front office of items placed in teacher's mailboxes. Please keep the teachers informed as much as possible about activities planned for their students.

### Creating and Distributing a Flyer:

Don't forget, the front office needs to approve the text of all items being distributed to the students. Additionally, the Communications Team must receive a copy for approval prior to distribution. Give yourself enough time for this step! Be sure that all PTO Flyers say "Sponsored by the Runyon PTO".

If you are distributing a paper flyer, which should be done sparingly, please use the oldest and only distribution list. Be mindful of the amount of paper used—PTO is Going Green!!!!

When putting together a newsletter piece, make sure it includes the following: 1) Title and description of the event - remember to explain what you are doing as if the parents have never heard of it before. 2) Time, Day and Date, 3) location. 4) Contact name, number and e-mail address for more information, 5) Any deadlines, 6) Contact information for responses if necessary. Ask yourself is the information accurate? Easy to understand? Spelled correctly?

### Submitting Information to the Runyon Website:

This content must be submitted to the Communications Team for posting. Consider all order forms, links to fundraising information sites, etc. Don't forget to have obsolete content removed.

## ***PTO MANAGER GUIDELINES***

***(Database used to collect volunteer hours and submit hours to LPS District)***

### **Sign In Procedures when Volunteering at the School Location:**

Each individual coming into the school needs to report to the office, sign in to the computer, and wear a visitor or volunteer tag whenever in the building. This helps tracks hours volunteered at the school as well as the location of each school visitor. If the computer is down, please inform the front office and they will provide you with a manual visitor/volunteer sign-in log to place at the computer. During the Halloween parties and Valentine's parties, the computer will not be used for sign-in. Instead, as a volunteer, please report directly to the classroom and sign in using the manual volunteer sign-in sheets held by the Room Parent.

### **Signing into PTO Manager:**

Sign into your account at [www.runyon.ptomanager.com](http://www.runyon.ptomanager.com).

If you do not have your password or have forgotten it, you can go to this website and enter your email address below the log-in section to have a new temporary password sent to you.

If your email address has changed from last year, please contact your VIPS or Ways and Means Board liaison so she can update your email address within the PTO Manager database. Once you have received the automated message from PTO Manager that your email address has been updated, you can enter your updated email address in the section labeled "Forgot Your Password" to have a temporary password emailed to you.

### **Reporting of Hours when Performing Volunteer Duties Offsite:**

When working at home, please record those hours in PTO Manager as well. Remember as a Coordinator, it is your responsibility to post all committee members & volunteer hours for your program/event. The District requires VIPS coordinators to report monthly hours. *How to post volunteer hours for yourself and your committee members:*

- 1) Once in PTO Manager, under the "Volunteer Builder" tab, click on the "Events or Volunteer Programs" tab.
- 2) Find the Event (note: events/programs are listed in chronological order and those events/programs that run throughout the school year have an "event date" of 6/30 and will be found at the end of the listing).
- 3) Once you have located the correct event, click on the Assign link for that event (located on the right-hand side of screen).
- 4) After page loads, enter your name, task (if applicable), and either exact times or total time. If entering bulk hours, please post by month, denote "bulk" in the task field and use the last day of the month as your date. If entering time for your committee members, please click on the upside

To email those parents (with email addresses in the system) of a specific grade, make sure "Find by Interest/Class/Availability" option is selected and then choose either a specific grade or teacher.

- 4) Click the "Search" button at the bottom right-hand of the screen.
- 5) Once the page populates, click on the Send Email to this List link in the gray box on the right-hand side of the screen.
- 6) This will load the email page. The Email Recipients column lists who you are sending the email to. The Available Users column lists all the people in PTO Manager. You can move people from one column to the other.
- 7) Fill in the subject line—please be specific.
- 8) Type in your email. Attachments can be included if desired. Be ready—PTO Manager logs you out after 10 minutes of inactivity.
- 9) Click send.
- 10) There is a lag time between when you send your email and the recipient will receive it. This can be up to an hour.

#### Managing your Event/Program:

- 1) Click on "Events or Volunteer Programs" tab.
- 2) Find Event / Program. Note: Listing is chronological and those programs that run throughout the year are listed with an Event Date of June 30<sup>th</sup> (last day of school's fiscal year).
- 3) The Edit link (on the right-hand side of screen for that event/program) allows the Coordinator to input details for event/program to include date, description, Coordinator comments, FYI, planning notes, helpful hints, # of volunteers required, Coordinator phone #, Co-coordinator information, time commitment, and the time of year in which the event/program is active.
- 4) The Assign link (on the right-hand side of the screen for that event/program) allows the Coordinator to post all volunteer hours completed.
  - If a volunteer is not in the system, please contact VIPS and they will add this volunteer to system. Once that is complete, time for that specific volunteer can be entered and accepted by the system.
  - Once in the Assign screen, volunteer hours can be posted either in bulk per volunteer by month (using the last day of the month as your date) or actual times can be posted.

## DAMON RUNYON PTO OPERATING POLICIES / GUIDELINES

### VIPS would like to remind all volunteers of the Code of Ethics for volunteering with Runyon.

1. The teacher must be recognized as the person in charge and the one whom the pupils owe their primary attention.
2. A volunteer keeps confidences. Conduct yourself in a professional manner and please do not discuss a child with anyone other than the teacher.
3. A volunteer is reliable and prompt. The school staff depends on you. If you must be absent, please make arrangements to have your time covered by another volunteer. If you need help, talk to the teacher or program coordinator.
4. A volunteer is neat in appearance and sets a good example for the students.
5. A volunteer is patient with the students and realizes she/he is there to help the children.
6. A volunteer show personal concern for the students with whom he/she works.
7. A volunteer helps to widen the horizons of the students by being a concerned, helpful, friendly person.

### Damon Runyon PTO Email Policy

1. A weekly newsletter will be sent via email to the Runyon school and community members as listed in PTO Manager. This is created by the Marketing and Communications team and reviewed and approved by the Principal and Executive Board prior to sending.

6. Keep all forms and paper work.

#### Guidelines for Posting to the Runyon Web Page

1. All potential postings must go through the Communications Team.
2. The Communications Team will forward these on to the Computer Coach weekly.

#### General Procedure for Failure to Follow the Runyon Volunteer Code of Ethics and Communications Guidelines

##### **Procedure for Coordinators**

- First Offense:**    □ Discussion with VIPS or Ways and Means
- Second Offense:**    □ Discussion with VIPS or Ways and Means and another PTO Executive Board Member  
                                 □ Written / signed corrective agreement
- Third Offense:**    □ Lose coordinator status

##### **Procedure for Volunteers**

- First Offense:**    □ Discussion with event coordinator and VIPS or Ways and Means
- Second Offense:**    □ Discussion with event coordinator, VIPS or Ways and Means, and another PTO Executive Board Member  
                                 □ Written / signed corrective agreement
- Third Offense:**    □ Dismissal from the event / committee

\*\*\* Immediate dismissal may occur for specific offenses such as issues related to safety, confidentiality, and inappropriate personal conduct.